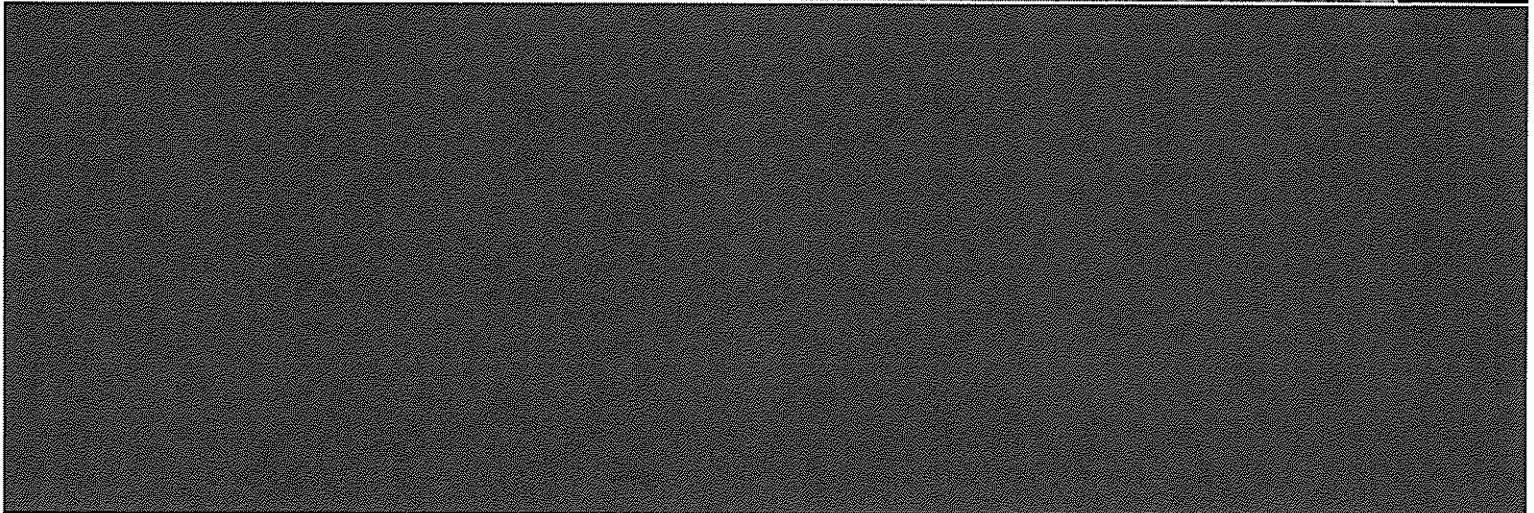
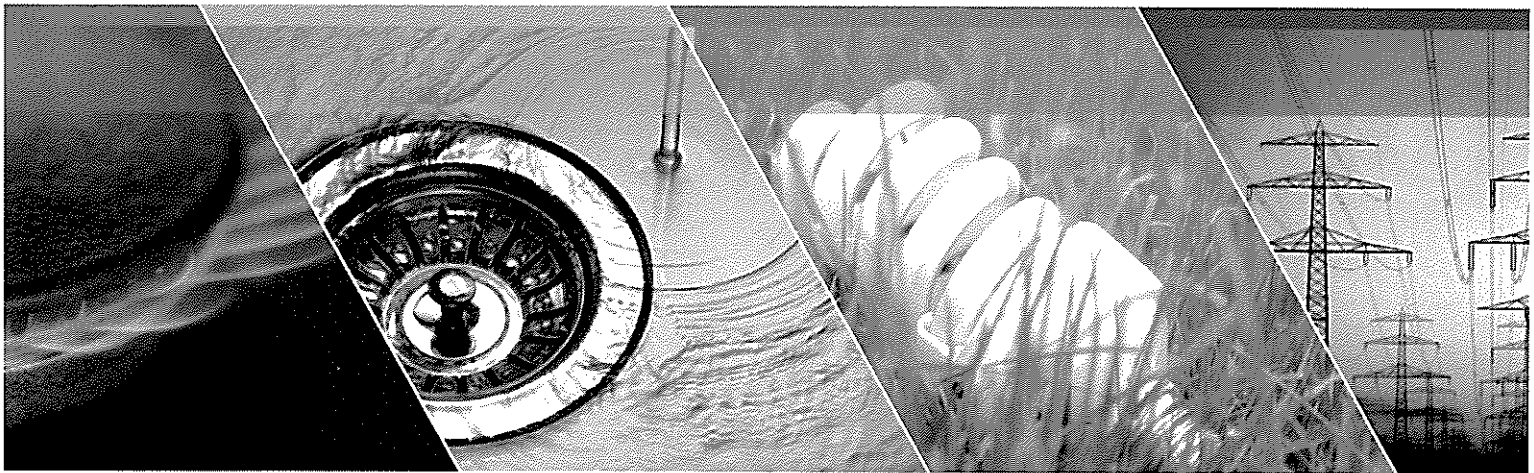


# APPLICATION FORM FOR THE ISSUE OF A LICENCE BY THE ESSENTIAL SERVICES COMMISSION OF SA UNDER THE WATER INDUSTRY ACT

*Application Form*

THIS REGULATORY DOCUMENT SHOULD BE READ IN CONJUNCTION  
WITH THE FINAL ADVICE



Enquiries concerning the currency of this form should be addressed to:

Essential Services Commission of South Australia  
GPO Box 2605  
Adelaide SA 5001

Facsimile: (08) 8463 4449  
Telephone: (08) 8463 4444  
Freecall: 1800 633 592 (SA and mobiles only)  
E-mail: [licensing@escosa.sa.gov.au](mailto:licensing@escosa.sa.gov.au)  
Web: [www.escosa.sa.gov.au](http://www.escosa.sa.gov.au)

*AMENDMENT RECORD (since MONTH 2012)*

<i>Issue No.</i>	<i>Commencement Date</i>	<i>Pages</i>
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## INFORMATION FOR APPLICANTS BEFORE FILLING OUT THIS FORM

### *Purpose of this form*

This form is to be completed by persons making an application to the Essential Services Commission of South Australia (the **Commission**) for the issue of a licence to provide a retail service (or undertake any other activity for which a licence is required by the regulations) in the water industry in South Australia.

The Commission may consider joint applications from two or more persons who wish to hold a licence jointly. Persons making joint applications must ensure that each of the applicants completes a separate application form together with a covering letter explaining that the application is for a licence to be jointly held.

### *Basis for this form*

Section 19(1) of the *Water Industry Act 2012* (the **Act**) provides that an application for the issue of a licence must be made to the Commission in a form approved by the Commission. This is the form approved by the Commission.

### *Use of this form and applicant's responsibility*

For the purpose of this application form, a reference to the term "Officer" include the applicant's directors and secretary, and/or other persons who make or participate in making decisions that affect a substantial part of the business of the applicant (e.g. Chief Executive Officer, Chief Financial Officer, General Manager etc.).

Applicants should list the information requested in the spaces provided in this form and enclose additional information when required. Applicants must take all reasonable steps to ensure the information provided in the application form is complete, true and correct and are required to make a declaration to that effect. Failure to disclose information or misrepresent any matter relevant to such information may result in a licence not being issued or in the suspension or cancellation of a licence at a later time.

Applicants are responsible for providing the Commission with current, accurate and relevant information. This will ensure that the application is processed promptly and without delay. All applications are assessed on a case-by-case basis. If insufficient information is provided with an application, the Commission will request additional information to be submitted before the application is considered further. This may cause delays in the assessment of the application.

## **Application form for the issue of a licence by the Essential Services Commission of SA under the Water Industry Act 2012**

### **Application Form**

#### *Prior reading*

It is essential that licence applicants read the Commission's Water Bulletin – "*Licensing Arrangements for the Water Industry*" before they fill out this form. This Bulletin is available on the Commission's website [www.escosa.sa.gov.au](http://www.escosa.sa.gov.au) under water/licensing. Applicants should also familiarise themselves with the regulatory obligations set out in the Act and the Water Retail Code that will apply to entities that provide retail services.

#### *Licence conditions*

Section 25 of the Act requires the Commission to impose certain conditions in licences. The Commission strongly recommends that applicants review these mandatory conditions. Applicants must be familiar with the relevant conditions and be confident that they can comply with the conditions. The Commission will have regard to the scale and nature of the operations undertaken by an applicant in imposing these conditions and will be available to consult with an applicant in this regard.

#### *Consultation and Confidentiality*

The Commission will consult with relevant government, industry and consumer groups in the conduct of its licensing functions through a public consultation process. Consequently, applications and/or supporting information will be made available on the Commission's website and in hard copy from the Commission's office for this purpose.

If applicants believe that they are providing confidential information when completing this form they should write "this information is confidential" after any such information. It is the applicant's responsibility to ensure this is clearly highlighted on the form. Applicants should also provide a 'non-confidential' version of the form capable of publication on the Commission's website.

The Commission will use information supplied in applications and in support of applications in accordance with the requirements of Part 5 of the *Essential Services Commission Act 2002*. Applicants claiming confidentiality are encouraged to familiarise themselves with Part 5. Applicants should note that the Commission may be required to disclose confidential information in some circumstances.

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*How to lodge an application*

Applicants should send their completed application form in writing and electronically.

In writing to:      Essential Services Commission of SA  
   GPO Box 2605  
   Adelaide SA 5001

Electronically to: [licensing@escosa.sa.gov.au](mailto:licensing@escosa.sa.gov.au)

*Application fee*

Applicants must also enclose an application fee (which is to be set by the Treasurer) with their application. This fee must be received by the Commission in cleared funds before it can commence assessing an application.

*Annual licence fee*

Holding a licence incurs an annual licence fee. The licence fees are set by the Treasurer, however, are collected by the Commission. At annual intervals, the Commission, on behalf of the Department of Treasury and Finance, will send to each licensee an invoice for the relevant annual licence fee. Licence fees are to be paid on receipt of an invoice via one of the payment options set out in the invoice.

A licence cannot be issued until the first annual licence fee has been paid.

## 1. THE APPLICANT

*Applicants must answer all questions in this section.*

### 1.1. *Identity of applicant*

*State the full name of the applicant. The applicant should be the person/entity that will be providing a retail service (e.g. retail or distribution operations etc). The Commission can also consider joint applications from two or more persons who wish to jointly hold the licence. Joint applicants should each complete an application form, and submit their application forms at the same time, with a covering letter explaining that a joint application is being made.*

**Name: University of South Australia**

### 1.2. *Legal identity of applicant*

*Provide information about the applicant, (i.e. whether the applicant is a natural person, proprietary limited or public company, partnership or local government body etc). If the applicant is a body corporate, please also state the jurisdiction in which the applicant is registered, and the applicant's ABN/ACN.*

Body Corporate – University of South Australia Act 1990 – ABN 191 313 308

### 1.3. *Address and Contact Details of applicant*

**Business Address:**

Facilities Management Unit,  
University of South Australia  
101 Currie Street  
Adelaide

**State:** South Australia **Post Code:** 5000

**Postal Address (if different to Business Address):**

Attn: Facilities Management Unit  
University of South Australia  
GPO Box 2471  
Adelaide

**State:** South Australia **Post Code:** 5001

**Telephone:** 08 8302 1759

**Facsimile:** 08 8302 2542

**Email:** [gary.lyons@unisa.edu.au](mailto:gary.lyons@unisa.edu.au)



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*1.4. Contact Person on behalf of applicant*

*The full name, title and contact details of a person to whom the Commission can direct enquiries and correspondence about the application.*

**Full Name :** Gary Lyons

**Title:** FMU Contract Manager

**Business Address:**

Facilities Management Unit,  
University of South Australia  
101 Currie Street  
Adelaide

**State:** South Australia **Post Code:** 5000

**Postal Address (if different to above):**

Facilities Management Unit  
University of South Australia  
GPO Box 2471  
Adelaide

**State:** South Australia **Post Code:** 5001

**Telephone:** (08) 8302 1165

**Facsimile:** (08) 8302 2542

**E-mail:** gary.lyons@unisa.edu.au

*1.5. Contact person for licence fees*

*The full name or title of the person to whom the Commission can direct enquiries and correspondence about licence fees.*

**Full Name:** Gary Lyons

**Title:** FMU: Contract Manager

**Business Address:**

Facilities Management Unit  
University of South Australia  
101 Currie Street  
Adelaide

**State:** South Australia **Post Code:** 5000

**Postal Address (if different to above):**

Facilities Management Unit  
University of South Australia

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GPO Box 2471

Adelaide

**State:** South Australia **Post Code:** 5001

**Telephone:** (08) 8302 1165

**Facsimile:** (08) 8302 2542

**E-mail:** [gary.lyons@unisa.edu.au](mailto:gary.lyons@unisa.edu.au)

## 2. THE LICENCE

*Applicants must answer all questions in this section.*

### 2.1. *A detailed description of the retail services for which a licence is sought*

*For example:*

*Water: drinking- residential and/or non-residential;*

*Water: non-drinking – residential and/or non-residential;*

*Sewerage: residential and/or non-residential; and*

*Sewerage – trade waste – non-residential.*

*Applicants should provide detailed information in respect of where the retail services will be provided and to whom (i.e. type and number of customers)*

The University of South Australia is seeking an exemption from the requirement to hold a water retail licence, in accordance with section 108(1) of the Water Industry Act 2012.

The University receives recycled water from the City of Salisbury which is used for irrigating campus grounds. The grounds included a 9 hole golf course which is licenced to Mawson Lakes Golf Club. The golf course is also irrigating with recycled water.

The University is billed by the City of Salisbury for its water usage and the University on-charges the Golf Club's consumption. The University does not apply a margin to the invoice and as such is not profiting from this arrangement.

Pursuant to the Water Industry Act 2012 (SA), the University is acting as a retailer and is required to hold a licence.

The application for exemption is made on the basis that the University only supplies recycled water to a sole user, the Mawson Lakes Golf Club, and to allow the current arrangements between the parties to continue.

### 2.2. *Date from which Licence is sought*

*If the applicant seeks to have the licence issued by a certain date, provide this date. Please note that the Commission does not undertake to issue the licence by this date. Applicants should usually allow the Commission a minimum of twelve weeks to consider an application, as a public consultation period of several weeks forms part of the Commission's consideration of licence applications.*

A licence exemption is sought with immediate effect

### 3. SUITABILITY OF APPLICANT TO HOLD A LICENCE

*Applicants must answer all questions in this section.*

#### 3.1. *Standard of honesty and integrity shown by applicant*

*In deciding whether the applicant is a suitable person to hold a licence, the Commission may:*

- *consider the applicant's previous commercial and other dealings, and*
- *the standard of honesty and integrity shown in those dealings.*

*Please provide information that will assist the Commission in its consideration of this matter. If the applicant:*

- *has been found guilty of any criminal offence,*
- *has been successfully prosecuted under any Territory, State or Commonwealth legislation (such as the Australian Securities and Investments Commission Act 2001 or the Competition and Consumer Act 2010); or*
- *has been the subject of disciplinary action,*
- *details of such matters must be disclosed. Failure to disclose such information or misrepresent any matter relevant to such information may result in the cancellation of a licence.*

*The Commission may use the service of an external expert to assist with the assessment of the applicant's standard of honesty and integrity.*

The University of South Australia has not been:

- found guilty of any criminal offence; or
- successfully prosecuted under any Territory, State or Commonwealth legislation (such as the Australia securities and Investments Commission Act 2001 or the Competition and Consumer Act 2010); or
- the subject of disciplinary action; or
- the subject of any past or present administrative or legal actions in relation to an authorisation, authority, or licence in any industry.

#### 3.2. *Standard of honesty and integrity shown by officers and major shareholders (if relevant) of the applicant*

*Applicants should address responses to this question in the same manner as 3.1 above.*

The Officers of the applicant have not been:

- found guilty of any criminal offence; or
- successfully prosecuted under any Territory, State or Commonwealth legislation (such as the Australia securities and Investments Commission Act 2001 or the Competition and Consumer Act 2010); or
- the subject of disciplinary action; or

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- the subject of any past or present administrative or legal actions in relation to an authorisation, authority, or licence in any industry.

**3.3. *Names and addresses of the officers of applicant***

*State the names and addresses of the officers of the applicant. "Officers" of the applicant include the applicant's directors and secretary, or other persons who make or participate in making decisions that affect a substantial part of the business or operations of the applicant that will be licensed.*

**Full Name:** Professor David G Lloyd

**Date of Birth:** 25<sup>th</sup> April 1974

**Office Held:** Vice Chancellor and President, University of South Australia

**Business Address:**

University of South Australia

GPO Box 2471

Adelaide

**State:** South Australia **Post Code:** 5001

**Full Name:** Paul Beard

**Date Of Birth:** 28<sup>th</sup> October 1967

**Office Held:** Chief Operating Officer

**Business Address:**

University of South Australia

GPO Box 2471

Adelaide

**State:** South Australia **Post Code:** 5001

*(attach additional pages if necessary)*

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*3.4. Names and addresses of major shareholders of applicant (not relevant for local council applicants)*

*State the full names and addresses of the major shareholders of the applicant.*

Not Applicable. The University of South Australia is an incorporated entity, formed under an act of South Australian parliament.

**Full Name:**

**Date of Birth (if applicable):**

**Office Held:**

**Business Address:**

.....

**State:** .....

**Post Code:**

*(attach additional pages if necessary)*

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**3.5. Details of the group members (not relevant for local council applicants)**

*This is information about entities controlled by the applicant, or by the ultimate parent entity of the applicant (if applicable).*

**Not Applicable**

**3.6. Additional information**

*Please answer the following questions.*

- *Is the applicant a resident of, or does it have permanent establishment in, Australia? If the answer to this question is "no", please provide further details.*

**Yes**

- *Is the applicant under external administration (as defined in the Corporations Act 2001) or under a similar form of administration under any laws applicable to it in any jurisdiction? If the answer to this question is "yes", please provide further details.*

**No**

- *Is the applicant immune from suit in respect of the obligations under the Water Industry Act 2012? If the answer to this question is "yes", please provide further details.*

**No**

- *Is the applicant capable of being sued in its own name in a court of Australia? If the answer to this question is "no", please provide further details*

**Yes**

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**3.7. Financial resources available to the applicant**

*Provide information about the financial resources available to the applicant which provides sufficient evidence of the current and ongoing financial capacity of the applicant to effectively provide the relevant retail services (e.g. bank guarantees, credit history and business continuity arrangements).*

*If the applicant is a company, please enclose a copy of the audited (and Board approved) profit and loss statement and balance sheet for the previous two financial years, including the director's report and the audit opinion. If the applicant is a subsidiary company, please also provide a copy of the audited profit and loss statement and balance sheet of the applicant's parent company for the previous two financial years.*

*If an applicant is a local council, please enclose a copy of the audited profit and loss statement and balance sheet for the previous two financial years.*

*Applicants should also submit copies of business plans which detail the strategic direction of the applicant, including its objectives, identified opportunities in the market place and forecast results.*

The University's annual financial statements are audited by the Auditor-General's Department and can be accessed from this website:

<http://www.unisa.edu.au/About-UniSA/Corporate-publications:>

**3.8. Human resources available to the applicant**

*Provide information about the human resources available to the applicant, for example, the number of employees and the experience of these employees in providing the services for which the licence is sought. If the applicant will employ contractor/s to assist with the licensed operations, please provide the name of that contractor/s, and details about the experience of the contractor/s in such operations and details of the processes in place to ensure the contractor/s will comply with the regulatory obligations imposed by the licence.*

In accordance with the City of Salisbury & UniSA Water Supply Agreement, council is responsible for the maintenance of all the pipework, valves and associated controls up to and including the Delivery Point and included the following main systems:

1. Backflow Prevention Device (RPZ) , including all testing
2. Cross Connection auditing
3. Maintenance and inspections of the 2 X Buffer tanks and Booster pump assembly.
4. The secondary supply from the Salisbury Water Network – used only as a secondary pumped supply.

The University of South Australia is responsible for the maintenance of the system, downstream of the defined Delivery Point. This includes

1. All above and below ground pipework, including all connection tees;
2. Hunter Irrigation Controller
3. Hunter Sprinkler Assemblies – multiple and various sizes, including nozzles



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4. Associated isolating valves
5. Associated solenoid valves
6. Associated Quick Connection Valves

The University's maintenance obligations are undertaken by the Facilities Management Unit which comprises approximately 80 staff.

Details of the City of Salisbury & UniSA Water Supply Agreement are included in Annex A of this exemption application.

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Technical resources available to the applicant

*Applicants are asked to provide details about the availability of technical resources to be used in carrying out the services for which a licence is sought. The information should include details about the technically qualified staff available to the applicant and (if relevant) of experience gained in similar operations.*

*Applicants must also provide sufficient details of the systems and processes to be used to market and/or communicate with customers, to provide bills, to follow up payments and process customer move-ins and move-outs and deal with customer enquiries and complaints.*

The University of South Australia employs appropriately qualified maintenance staff and appoints appropriately trained and licenced contractors. In the case of this **exemption application**, the infrastructure is maintained by both the City of Salisbury & UniSA as outlined previously. The current arrangements with both the City of Salisbury and Mawson lakes Golf Club have been in place for a number of years and won't change as a consequence of this application

### 3.9. *Contracts*

*Applicants must provide reasonable evidence that they are able to meet reasonably foreseeable obligations under contracts for the sale and supply of water or the sale or supply of sewerage services (or both) as the case may be. Such contracts would include contracts whereby the applicant is reliant on a supply of water or specific sewerage service from a third party which is intends to on sell to its customers.*

Existing Agreements in place are:

With City of Salisbury Council – '140221 UniSA water supply agreement – Feb 14 – Final' valid until 31<sup>st</sup> December 2023. Extracts relevant to this exemption application are included as Annex A to this application.

With the Mawson Lakes Golf Club Inc. Agreement in place until October 2022. Extracts relevant to this exemption application are included as Annex A to this application.

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**3.10. *Suitable and appropriate infrastructure***

*The Commission may not issue a licence unless it is satisfied that the infrastructure to be used in connection with the relevant service is appropriate for the purposes for which it will be used.*

*Applicants are therefore asked to provide a detailed description of the infrastructure that will be utilised by the applicant in providing the retail services for which the licence is sought and verify that the infrastructure has been (or will be) developed in accordance with relevant Australian Industry Codes and Australian Standards with reference to technical specifications or reports.*

*If an applicant does not own the infrastructure to be used in delivering the relevant retail services, the applicant must provide information regarding the appropriateness of that infrastructure and of the binding arrangements that are (or will be) in place with the owner of the infrastructure in regards to the use of the infrastructure.*

To supply non-potable water for irrigation of sports field playing surfaces, golf course and landscaping.

Bore water via Salisbury Council infrastructure – All Salisbury water supply infrastructure up to and including the supply pipes from the council’s Elder Smith (formerly Bennet) Road ASR Bore(s), the return pipeline from the distribution pumps to the Salisbury rising main, the customer supply tank master valve instrumentation, chlorination and associated disinfection equipment, remote I/O control panel and associated wiring.

UniSA Infrastructure – Two 275 kL membrane-lined steel buffer tanks, potable mains back-up supply to the tanks and the Grundfos distribution pumping system, associated controls and pipelines from pumping system to distribution points.

NOTE – The council is responsible for the ongoing maintenance of the listed Customer Infrastructure:

1. Backflow Prevention Device (RPZ)
2. Cross Connection auditing
3. Maintenance and inspections of the 2 X Buffer tanks and Booster pump assembly.
4. The secondary supply from the Salisbury Water Network – used only as a secondary pumped supply.

Refer to Annex D of the enclosed extract of the current Water Supply Agreement between the City of Salisbury and the University of South Australia – Annex A of this application.

UniSA is responsible for the maintenance for all irrigation pipelines and associated works downstream of the “Delivery Point”.

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*3.11. Risk management*

*Provide confirmation and reasonable evidence that the applicant's management has identified the risks associated with the retail services it intends to provide and has established, utilises and relies upon risk management systems and processes which are adequate, accurate and current to address those risks. A copy of the applicant's risk management strategy should be submitted.*

There are no risks associated with the supply of this service due to:

1. This service being the supply of non-potable water for irrigation purposes only,
2. the University of South Australia has no maintenance obligations for any registered plant (this is undertaken by the City of Salisbury), and
3. A second feed of water and associated pumping plant, supplied from the Salisbury water network exists in the event of a loss of the primary supply.

*3.12. Licences held by the applicant in other Australian jurisdictions*

*If the applicant holds, or has previously held, a retail services licence or equivalent in other Australian jurisdictions please provide details. If a licence previously held has been suspended or cancelled, please provide details.*

UniSA also holds an Electrical Generation Licence – Essential Service Commission

*3.13. Previous unsuccessful licence applications in other Australian jurisdictions*

*Please state whether the applicant has applied for a water retail licence or equivalent in another Australian jurisdiction and not been issued with a licence, and provide relevant details.*

No

*3.14. Licences held by associates of the applicant*

*If an associate of the applicant (within the meaning of the Corporations Act) holds a water retail licence in South Australia or in other Australian jurisdictions, please provide details.*

None

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**3.15. Compliance program**

*Applicants are required to submit a copy of their Compliance Program which details what compliance systems the applicant has (or will have) in place and a description of how these systems will ensure compliance with the applicable regulatory obligations imposed by a licence and the Water Retail Code. The Commission expects that a Compliance Program will, as a minimum, document:*

- *the obligations that will apply to the applicant;*
- *the processes that are (or will be) in place to ensure the applicant's compliance with obligations;*
- *details on how compliance is monitored;*
- *details of how non-compliance will be reported and rectified; and*
- *details of any internal audit programs in place that review (or will review) the effectiveness of the Compliance Program from time to time.*

The City of Salisbury is responsible for the maintenance of all the assets for which there are compliance obligations. All certification and associated maintenance records are available to the University of South Australia on request. These include;

1. Backflow Prevention Device (RPZ) , including all testing
2. Cross Connection auditing
3. Maintenance and inspections of the 2 X Buffer tanks and Booster pump assembly.
4. The secondary supply from the Salisbury Water Network – used only as a secondary pumped supply.

**3.16. Additional information**

*The Commission encourages applicants to provide any additional information they consider would be of assistance in supporting the application. Please provide below.*

Not Applicable

## 4. FACTORS SPECIFIED IN THE ESSENTIAL SERVICES COMMISSION ACT 2002

*In considering a licence application, the Commission must have as its primary objective the protection of the long term interests of consumers with respect to the price, quality and reliability of essential services, and must also have regard to the need to:*

- a) promote competitive and fair market conduct;*
- b) prevent misuse of monopoly or market power;*
- c) facilitate entry into relevant markets;*
- d) promote economic efficiency;*
- e) ensure consumers benefit from competition and efficiency;*
- f) facilitate maintenance of the financial viability of regulated industries and the incentive for long term investment;*
- g) promote consistency in regulation with other jurisdictions.*

*If the applicant believes that information about their application would assist the Commission in its consideration of these factors, the applicant should provide such information below.*

## 5. APPLICATION FEES

Applicants for a licence must pay the Commission an application fee which is fixed by the Treasurer. Please enclose this fee with the application. An application cannot be considered until this fee has been received.

## 6. DECLARATION

All information in this application for the issue of a licence to authorise the provision of retail services in the water industry in South Australia must be verified by a Statutory Declaration of the applicant, in accordance with the provisions of the *Oaths Act 1936 (SA)*<sup>1</sup>, stating that the information contained in the application is true and correct to the best of the applicant's knowledge, information and belief.

In conjunction with this declaration, evidence of the relevant authority of the declarant to sign on behalf of the applicant must also be provided to the Commission.<sup>2</sup>

### Statutory Declaration

I ..... Paul John Beard .....  
of ..... 55 North Terrace, Adelaide SA 5000 .....

do solemnly and sincerely declare that the information contained in this Application for the issue of a licence to authorise the provision of retail services in the water industry in South Australia is true and correct to the best of my knowledge information and belief.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1936*.

Date ..... 28 April 2020 .....

Signature ..... PJ Beard .....

(Where the applicant is a body corporate, the declaration must be made by a person authorised by body corporate to sign on its behalf)

Declared at: Adelaide this 28 day of April 2020

Before me: ..... [Signature] .....

(Signature of Justice of the Peace or other person authorised under the Oaths Act 1936)

*Commissioner for taking Affidavits in  
the Supreme Court of South Australia*

M. G. Bernardi

- 
- 1 Or equivalent legislation in other Australian jurisdictions.
  - 2 The Commission will accept a copy of a Board or Council minute (or circulating resolution) giving approval for the declarant to sign on behalf of the applicant as evidence of the relevant authority.





THE ESSENTIAL SERVICES COMMISSION OF SOUTH AUSTRALIA

Level 8, 50 Pirie Street Adelaide SA 5000

GPO Box 2605 Adelaide SA 5001

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